



Library Page

Job Code: 0069

Originated: 06/02

Salary Grade: 2110

FLSA: Non Exempt

Revised: 04/06

EEO Code: 27

Supervisory: No

HR Ordinance Status: Part-time/Classified

Competencies Required:

CLASS SUMMARY

Checks in and re-shelves library materials and checks shelves for book placement accuracy in all areas of the library to provide the best possible accessibility for patrons and staff.

DISTINGUISHING CHARACTERISTICS

This is a stand alone part-time position and it does not supervise.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:

- Sorts and shelves materials in all areas of the library as accurately and quickly as possible. Reads alpha and numeric book designations, in assigned areas for shelving accuracy in an established time period.
- Uses computer system to check-in returned items, create paging list and search for missing items.
- Empties book drops; discharges and sorts materials as assigned.
- Searches library for items requested by customers via service desks or computerized paging list.
- Regularly picks up materials left by patrons on shelves, tables and carrels.
- Regularly neatens tables, carrels and public seating areas to provide an inviting atmosphere for patrons.
- Assists patrons in the use of copiers, reader-printers and other equipment.
- Assists patrons in locating specific library materials.
- Assists patrons in bringing donations into the library.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

Alphabet, spelling and numbers, computer keyboard and mouse.

Ability to:

Sort, shelf and file materials accurately based on putting materials in accurate order by alphabet or numbers.

Communicate in a positive and effective manner with co-workers and the public both in person and on the telephone.

Able to work alone or in a team environment.

Perform routine computer tasks using Library and City software.

Learn job-related material primarily through oral instruction and observation that takes place mainly in an on-the-job setting.

Organize, prioritize, and pace duties and tasks throughout the work shift.

Take initiative to ensure all duties are completed in a timely, accurate manner.

Work independently by following standards and prescribed procedures.

Education and Experience

Any combination of training, education and experience required to perform the job.

Licensing and other Requirements

A valid driver license with no major driving citations in the last 39 months may be required for all positions that occasionally drive.

Other pertinent licenses and/or certifications may be required of some positions depending on department/section assignment.

SUPERVISION RECEIVED AND EXERCISED

Work is performed under general supervision by the Supervising Library Assistant in the Library Systems Division of the Community Services Department and within standard operating procedures.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Lifts arms above shoulder level; bends, reaches above and below waist on a continuous basis.
- Climbs a short stepladder.
- Lifts crates of books weighing up to 40 lbs. and pushes a fully loaded book cart weighing up to 300 pounds.
- Bends and stoops to lift books, pushes book drop bin over rough uneven terrain, maneuvers carts and bins through doorways and up ramps.
- Works evening and weekend hours on a regular basis.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.